

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for full time employees in accordance with this policy.

Paid sick leave may be accumulated without limit at the rate of 9 days per year for all regular full time employees, working nine months.

Ten month employees will receive 10 days of leave each year.

Eleven/Twelve month employees shall be allowed 12 days leave each year.

Sick Leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the superintendent.

An employee who is terminating employment during a contract year and is requesting pay for unused leave shall be given leave credit for the current year on a prorated basis, based on length of employment for that year.

Upon termination of employment for reasons other than retirement, an employee will waive all rights to any accumulated sick leave

A certified employee who is eligible for retirement or in the event of death, and has 20 years of service with the district will be paid the daily certified substitute rate for unused sick leave up to 45 days. Teachers with less than 20 years of service with the district shall be paid:

15 years: $\frac{3}{4}$ of sub pay up to 45 days

10 years: $\frac{1}{2}$ of sub pay up to 45 days

Less than 10 years: no pay out

Evidence of illness may be required for approval of sick leave pay at the discretion of the district.

Adopted: 1974

Revised: 12-7-91

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Revised: 4-17-06

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File: GBGG

LEGAL REF.: C.R.S. 14.15.101 *et seq.* (*Colorado Civil Union Act*)

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave

Lone Star School District 101, Otis, CO